



NOTICE: To All Regulated Water and Wastewater Utilities

RE: Revised Annual Report Forms

The IURC's Water/Sewer Division has made a number of changes to the annual report forms. **Please use the new forms for the 2008 reporting year due April 30, 2009. Several pages have been consolidated, revised or eliminated. (Downloads are available at <http://www.in.gov/iurc/2399.htm>) Also, please note that the income statement and balance sheets contained in these workbooks are formula driven. Thus, complete the sheets referenced on these pages first – little, if any, hard entries should be required on these sheets.**

Instead of twelve different forms and two PR forms (which were completed by utilities serving more than 5,000 customers), there are now six different forms and the information requested in the PR forms are now embedded in these Excel Spreadsheets.

The new forms are as follows:

1. Investor-Owned Water;
2. Investor-Owned Wastewater;
3. Investor-Owned Water/Wastewater;
4. Municipal or Not-For-Profit Water;
5. Not-For-Profit Water/Wastewater; and
6. Not-For-Profit Wastewater.

All classes of utilities will use the Excel spreadsheets based on the utility's business status. For example, if XYZ Utility is a not-for-profit water utility, it would use the "Municipal or Not-For-Profit Water" spreadsheets, regardless of whether the utility is a Class A, B or C type utility. The utility would simply check the appropriate box for its Class type located on the workbook cover sheet.



Changes to the new spreadsheets include the following:

- Municipal and Not-for-Profit forms are designed for these type entities (i.e., dividends, income taxes, rate base requests have been removed).
- General Information, page E-1 - Emergency Contact information is now being requested from all utilities.
- Utility Profile, page E-2 – additional requests include a list of the Counties served and to provide an affiliate organization chart, if applicable.
- Municipal and/or Not-for-Profit forms include a “Periodic Review” worksheet. This worksheet requests the utility provide its revenue requirements approved in its most recent rate case and compares this data with current operations to determine if the utility is covering its operating costs.
- The Operations Section, page W-6 - Pumping and Purchased Water Statistics, now provides spaces for the utility to subtract losses associated with operations (i.e., backwash water, main flushing, etc.) from the utility’s actual water loss when calculating its water loss percentage. Questions regarding main breaks have also been added.
- The Operations Section now requests Maintenance information on large asset items (i.e., wells, high service pumps, tanks, etc.) In addition, questions regarding asset management are also requested.
- For systems that serve fewer than 10,000 customers, information regarding meters, meter testing, transmission and distribution mains are requested.

The additional information highlighted above will allow Commission staff to track trends and to better identify utility needs and respond with its resources in a more effective manner. Deleted worksheets from the previous year forms were not discussed in this document. If you want additional information on the deleted material or if you have questions, please contact Dana Lynn, Utility Analyst at (317) 232-2750.